

**SCHOOL DISTRICT NO. 85  
(Vancouver Island North)**

**CLASSIFICATION DESCRIPTION**

**ADMINISTRATIVE ASSISTANT – SECONDARY SCHOOL**

**DEPARTMENT: Clerical (School)**

**JOB SCOPE**

Reports to the Principal.  
Assists in the day-to-day administration of a Secondary School.  
Responsible for school accounting, student information systems and general office functions.  
Provides information and assistance to staff, students and general public.  
Performs duties in a high-volume and challenging work environment.  
May be required to assist with student timetabling.  
May be required to give direction to other school office staff.  
Works without close supervision.  
Performs duties of a confidential nature.

**MAJOR DUTIES AND RESPONSIBILITIES**

Maintains and administers student information systems.  
Provides statistical and other school or student data to staff, administration or the MOE.  
Provides information, often on complex or technical matters, within limitations of legislation and policy.  
Maintains and administers financial records, accounting systems and controls.  
Provides general office services pertaining to the operation of the school.  
Assists staff, students and public as required by the Principal.  
Performs annual school opening and closing clerical procedures including those pertaining to student graduation.  
Operates and maintains office equipment.  
Maintains permanent record cards and student files.  
Performs receptionist duties, and processes mail and school purchases.  
Assists in the care of sick or injured students.  
Performs other duties necessarily incidental to those assigned above.

**QUALIFICATIONS AND EXPERIENCE**

Secondary school graduation (with Dogwood Certificate or equivalent) supplemented by two years of courses in accounting and office management.  
Ability to maintain good working relationships with staff, secondary students and general public.  
Good interpersonal and communication skills.  
Ability to understand and effectively carry out oral and written instructions.  
Ability to organize and work with a minimum of supervision.  
Excellent knowledge of accounting and office methods and procedures.  
Good knowledge of business English, spelling and punctuation.  
Proficient in operating standard office equipment and computers.  
Thorough knowledge of current student information systems and all office applications.  
Ability to type accurately at 50 words per minute.  
Ability to work with speed and accuracy.  
Valid Level 1 first aid certificate.  
Valid B.C. class 5 driver's licence.  
Minimum of five years of recent accounting and secretarial experience, including at least one year of recent secretarial experience in a Senior Secondary school.